SAMPLE LETTER FOR UNAUTHORIZED EFTs

Open this letter in Adobe Acrobat Reader then press the "tab" key to advance to each field.
Fill in the required information and then print the letter. The gray boxes, like this one, will not print.
Begin by pressing the "tab" key.

This letter is to...

Bank Name TO: _____

Address Line 1: _____

Address Line 2: _____

City, State Zip _____

To whom it may concern,

This letter is to alert you that there has been an unauthorized electronic funds transfer from my account. My account number is _____

Here is a list of the improper withdrawals:

(Include improper withdrawals & any information you think might be important below).

Sincerely,

sign here and date after printing

(Month/Day/Year)

_____

Signature Date

Your Name FROM: _____

Your Street Address _____

Your Street Address _____

Your City, State ZIP _____